

Read

Electronic Chrome & Grinding  
9132 Dice Road  
Santa Fe Springs, CA 90670

Code of Safe Practices

It is our policy that everything possible will be done to protect employees, customers and visitors from injuries and illnesses. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with the safety rules will be grounds for corrective discipline up to and including termination. Supervisors shall insure that employees observe all applicable Company and State safety rules and practices and take action as is necessary to insure total compliance.

To carry out this policy, employees shall:

1. Report all unsafe conditions and equipment to your supervisor or safety coordinator immediately.
2. Report all injuries and illnesses to your supervisor or safety coordinator immediately.
3. Being under the influence of any drugs or alcohol is prohibited.
4. Horseplay, scuffling, and any other acts which tend to have an adverse influence on the safety or well being of the employees are prohibited.
5. Means of egress shall be kept un-locked and well lighted during normal work hours.
6. In the event of fire, sound the alarm, follow the company emergency action plan.
7. Upon hearing the fire alarm, stop work and proceed in an orderly manner to the nearest clear exit and gather at the prearranged designated location.
8. Only trained and designated employees shall attempt to respond to a fire or other emergency.
9. All exit doors must comply with the fire safety regulations during normal business hours.
10. Stairways shall be maintained free of any material that can be tripped over, and all areas under stairways that are egress routes shall not be used to store materials.
11. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
12. All designated aisles must be kept clear at all times.
13. All work areas shall be maintained in a neat, orderly manner. Trash and refuse are to be disposed of in designated waste containers.
14. All spills shall be wiped up immediately.
15. Always use the proper lifting technique. Never attempt to lift or push an object that is too heavy for one person to lift. Use the team concept to move heavy objects.
16. Never stack material precariously on top of lockers, file cabinets or other elevated locations.
17. When carrying material, caution shall be exercised in watching for and avoiding obstructions, loose materials, etc.
18. Do not stack material in an unstable manner.
19. Report any exposed wiring and cords that are in disrepair or have deteriorated insulation so they can be repaired or replaced promptly.

20. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors.
21. Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.
22. Do not use any portable electrical tools and equipment that are not grounded or double insulated.
23. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
24. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
25. Inspect motorized vehicles and other mechanized equipment daily or prior use.
26. Shut off engine, set brakes and block wheels prior to loading or unloading vehicles.
27. Inspect pallets and their loads for integrity and stability before loading or moving.
28. Do not use compressed air for cleaning clothing unless the pressure is less than 10 psi.
29. Do not store compressed gas cylinders in areas that are exposed to heat sources, electric arcs or high temperature lines.
30. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.
31. Wear hearing protection in all areas identified as having high noise exposure.
32. Goggles or face shields must be worn when grinding.
33. Do not use any faulty or worn hand tools.
34. Guard all floor openings with a cover, guardrail, or equivalent.
35. Do not enter into a confined space unless tests for toxic substances, explosive concentrations and oxygen deficiency have been monitored.
36. Always keep flammable or toxic chemicals in closed containers when not in use.
37. Do not eat in areas where hazardous chemicals are present.
38. Be aware of the potential hazards involving various chemicals stored or used in the workplace.
39. Cleaning supplies should be stored away from edible items on kitchen shelves.
40. Cleaning solvents and flammable liquids should be stored in appropriate containers.
41. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers.
42. When working with a VDT, have all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body.
43. Never leave lower desk or cabinet drawers open that presents a tripping hazard. Use extreme care when opening and closing drawers to avoid pinching fingers.
44. Do not open more than one upper drawer at a time, particularly the top two drawers on tall filing cabinets.
45. Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from wastebaskets. Newer heaters, which are equipped with tip-over switches, should be used.
46. Appliances such as coffeepots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.
47. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the guard.

48. Files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items should be stored closest to the floor and lightweight items stored above.
49. Equipment such as scissors, staplers, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.
50. All tools and equipment shall be maintained in good condition.
51. Only appropriate tools shall be used for a specific task.
52. Only authorized persons shall operate machinery or equipment.
53. Loose or frayed clothing, long hair, dangling ties, finger rings shall not be worn around moving parts of machinery or other areas where they may become entangled in the moving parts.
54. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.

I have read, understand, and agree to comply with all the elements in the Company's Health and Safety Program.